

Translation Request Instructions

Please use the following checklist before submitting your translation request. It is important that that all of the required information is provided **to ensure that your request is fulfilled accurately and on time. Any missing information may delay the completion of your request.**

All request emails must be submitted to translations@mdrt.org. In order for a request to be considered complete, a filled out Translation Request Form must be submitted via email along with the items below (when applicable). The Translation Request Form can be found on the next page.

If you have any questions about this process, you can email translations@mdrt.org or contact Erica Goldberg for assistance.

- In your request email, please provide a sentence or two letting us know exactly **how and where the translation will be used**. Having this context will be a big help to the translators and help ensure that the translations are of the best quality.
- In any instance where there are **character limits** (i.e.: forms, keywords, etc.), please indicate them in the correct place on the request form.
- If you have access to **previous translations** of the same project or document that are pertinent to your new request, please provide electronic copies of them when you submit your request.
- Please send us any **related electronic materials** or **website URLs** that can serve as reference for the translators. This will also help the translators understand the context for your translation. These must be included in your email.
- Consider whether or not every word in your document needs to be translated. We need to know up front if anything needs to **remain untranslated (e.g., proper names, titles, addresses, acronyms, etc.)**. This can be specified in your email or as a comment in the document you are submitting. Alternatively, you can also highlight anything that should stay in English in the document itself.
- If **DTP (desktop publishing/formatting)** is necessary, please be sure to indicate that on the form and add complete DTP instructions in your request email.
- Before submitting your request, please double check it to make sure you've filled out all of the necessary sections completely, and that all of the essential information is explicitly written out on your form and/or in the request email so that we can send it out to the translator(s) right away.

Translation Request Form

Translations can take up to 3 weeks or more depending on the size of the project

Requestor Name		Date of Request		<u>Meeting (if applicable):</u>		
Account Number		Character Limit <i>(if none, please enter N/A)</i>		AM	TOT	AGC
Project Name		Due Date				

NOTE: If word count is the same for all languages, you only need to enter the word count one time

Language	Word Count	Output File Format	Comments and Instructions	DTP required?	
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

**** If there are additional languages or instructions, please list them in your email! ****

Once completed, please submit this form with all pertinent information to translations@mdrt.org